

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ISSUED 03/16/16

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL ANNOUNCES
AN OPEN-COMPETITIVE EXAMINATION FOR

COMMUNITY MENTAL HEALTH NURSE

EXAMINATION #499

(TRAINING AND EXPERIENCE)

There will be no written or oral test for this exam.

COMMUNITY MENTAL HEALTH NURSE, Saratoga County. At the present time there is one vacancy in the Saratoga County Mental Health Department. The results of this eligible list will be used to fill other vacancies as they occur under the jurisdiction of the Saratoga County Personnel Department.

SALARY: \$55,937

LAST DAY TO FILE IS April 15, 2016

NOTICE: RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS: If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least **FOUR** months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE: **An examination fee of \$10.00 (Residents and Non-residents)** is required for each separately numbered examination for which you apply. The required fee must accompany your application. Check or money order only. Please **make checks payable to the Saratoga County Treasurer's Office, \$20 return check fee. This fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified.**

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Personnel office.**

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving the provision of psychiatric nursing care to the community as part of an interdisciplinary medical – social mental health treatment team. The duties are performed under the administrative supervision of the Director of Community Mental Health Services with a great deal of leeway allowed for the exercise of professional judgment in carrying out the details of the work. Incumbents will provide professional services in the Mental Health Center, satellite clinics, and home settings. Supervision is not normally a function of this position although some direction may be given to subordinate members of the interdisciplinary treatment team. Performs related work as required.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Nursing and two years of professional psychiatric nursing experience; OR

- B. Graduation from an approved three year school of professional nursing and three years of professional psychiatric nursing experience; OR
- C. Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Nursing and four years of psychiatric nursing experience; OR
- D. An equivalent combination of training and experience as indicated in (a), (b) or (c) above.

SPECIAL REQUIREMENTS:

- A. Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse and possession of the license at the time of appointment; AND
- B. Eligibility for appropriate level Motor Vehicle Operator's License issued by the State of New York; possession of the license at the time of appointment.

SCOPE STATEMENT: The only subject of examination will be an evaluation of your training and experience. You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your summary of training include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In your summary of experience, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

ELIGIBLE LIST: A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

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| -World War II—December 7, 1941 to December 31, 1946 | -Grenada – October 23, 1983 – November 21, 1983 |
| -Korean War—June 27, 1950 to and including January 31, 1955 | -Panama – December 20, 1989 – January 31, 1990 |
| -Vietnam Conflict—February 28, 1961 until May 7, 1975 | -Persian Gulf – August 2, 1990 to the end of such |
| -Lebanon – June 1, 1983 – December 1, 1987 | hostilities (not yet determined) |

For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.

Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

SECTION 23.2: This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating of examinations, will apply.

APPLICATIONS: You may get application forms by writing, downloading from www.saratogacountyny.gov, phoning 518-885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster St., Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

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